

Government of  
CanadaGouvernement du  
CanadaCall-Up Against a Standing Offer for Temporary Help  
Com. commande subséquente à une offre permanente pour de l'aide temporaire

Page: 1

To: - À: ASSOCIATES GROUP OF COMPANIES (THE) 1600-420 O'CONNOR ST OTTAWA ON K2P 1W4 CANADA			PST No. - N° du TPS As per standing offer Selon l'offre permanente Standing offer No. - N° d'offre permanente E60ZN-110002/123/ZN		Contact - Personne-ressource Bedard, Jade	Tel. No. - N° du Tél. 613-946-9012	Fax. No. - N° de télécop. 613-960-4956	Order No. N° de la demande 4500130497
Vendor # - N° fournisseur 103045	Contact Name - Nom du contact	Acc. # - N° comp.	Tel. No. - N° du Tél.	Fax. No. - N° de télécop.				Order date Date de la demande 10/06/2016
Item No. Article n°	Description Description				U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Disc Disc
00010	Duties: - Make travel arrangements for conferences through HRG System; - Arrangements for new employees (workstation, security); - Review formatting of various adherence to departmental guidelines; and background information and documentation; - Be able to lift heavy boxes; - Act as back-up for the executive assistant (AS-02). -Temp Help - Administrative				HR	s.19(1)  285.000	19.20	Ext. Price Prix prévu 5,472.00

Approved by Approuver par Daniele Menard	Name of referral Personne référée Safete Shaiqi	Contact person Personne contact [REDACTED]	Classification Classification Advanced Administrative	Clearance Côte sécuritaire Secret
Language requirements Exigences linguistiques Bilingual	Hours of work Heures de travail 285	OverTime Heures supplémentaires N/A	Reason call-ups Motif A position is vacant and staffing action is being completed.	Period of Contract Période du contrat From: 10/11/2016 To: 12/02/2016

Delivery Address - Adresse de livraison YOUTH JUSTICE & S I DEPARTMENT OF JUSTICE CANADA ATT: ODETTE CHARETTE 613-957-3045 360 WELLINGTON ST OTTAWA ON K1A 0H8	Invoicing address - Adresse de facturation YOUTH JUSTICE & S I DEPARTMENT OF JUSTICE CANADA ATT: ODETTE CHARETTE 613-957-3045 360 WELLINGTON ST OTTAWA ON K1A 0H8	FOB - FAB FOB Destination Terms of payment - Modalités de paiement DD NET 30 DAYS	Amount - Montant / CAD 5,472.00 T. taxes - T. taxes / CAD 711.36 T. Amount - Montant T. / CAD 6,183.36
Special Instructions - Instructions spéciales To the Supplier: Your standing offer referred to above is hereby accepted. You shall supply the services of personnel as specified hereunder and in accordance with the terms and conditions set out in the standing offer. You shall only supply the services included in the standing offer against this call-up. Au fournisseur: Votre offre à commandes mentionnée ci-haut est par la présente acceptée. Vous devez fournir les services du personnel précisés ci-après, selon les conditions énoncées dans l'offre à commandes. Vous ne devez fournir, en vertu de cette commande, que les services stipulés dans l'offre à commandes. Invoices are to be distributed in accordance with the instructions in the standing offer and/or detailed above. All invoices shall show the standing offer number and financial code. Distribuer les factures selon les instructions énoncées dans l'offre à commandes et (ou) ci-haut. Toutes les factures doivent porter le numéro de référence de l'offre et le code financier.		Certified pursuant to subsection 32(1) of Financial Administration Act Certifié en vertu du paragraphe 32(1) de la Loi sur la gestion des finances publiques. PR 1000021674 on 10/10/16 Signature _____ Date _____ Approved for the Minister Approuvé pour le Ministre Signature _____ Date 2016-10-07 MELANIE BAWAIS LEFORT	

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Call-Up Against a Standing Offer for Temporary Help  
Commande subséquente à une offre à commande pour de l'aide temporaire

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Order No.  
N° de la demande  
**4500130497**

Item No. Article n°	Description Description	U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Disc Disc	Ext. Price Prix prévu
	<p>Financial Codes Codage financier</p> <p>3601 -74000 - 15 -1100</p> <p>=====</p> <p>The currency of this P.O. is - La devise de ce bon est : CAD</p> <p>=====</p>					

Amount - Montant / CAD
<b>5,472.00</b>
T. taxes - T. taxes / CAD
<b>711.36</b>
T. Amount - Montant T. / CAD
<b>6,183.36</b>

**Call-Up Against a Standing Offer for Temporary Help Amendment**  
**Commande subséquente à une offre à commandes Modification**

Page: 1

To: - A - <b>ASSOCIATES GROUP OF COMPANIES (THE)</b> 1600-420 O'CONNOR ST OTTAWA ON K2P 1W4 CANADA			PST No. - N° de TPS As per standing offer Selon l'offre permanente		Contact - Personne-ressource Bedard, Jade	Tel. No - N° du Tél. 613-946-9012	Fax. No. - N° de télécop. 613-960-4956	Order No. N° de la demande <b>4500130497</b>
			Standing offer No. - N° d'offre permanente E60ZN-110002/123/ZN		Amendment No. - N° de la modification 001		Previous Value - Valeur précédente 5,472.00	
Vendor # - N° fournisseur 103045		Contact Name - Nom du contact	Acc # - N° comp.	Tel. No - N° du Tél.	Fax. No. - N° de télécop.	Inc / Dec. - Aug / Dim. 4,896.00-		Revised value - Montant révisé 576.00
Date required - Demandé pour le <b>09/21/2016</b>								
Item No. Article n°	Description Description					U of I U de D	Quantity Quantité	Unit Price Prix unitaire
	Call-up Cancelled as the resource did not met the mandatory requirement of being able to use the travel system. She worked 3 days at 7.5 hours and came in one day and the client sent her back home, so we will keep an extra day as the company can charge us for this day. Duties: - Make travel arrangements for conferences through HRG System; - Arrangements for new employees (workstation, security); - Review formatting of various adherence to departmental guidelines; and background information and documentation;							

Approved by Approuver par Daniele Menard		Name of referral Personne référée Safete Shaipi		Contact person Personne contact [Redacted]	s.19(1)	Classification Classification Advanced Administrative	Clearance Côte sécuritaire Secret
Language requirements Exigences linguistiques Bilingual	Hours of work Heures de travail 285	OverTime Heures supplémentaires N/A	Reason call-ups Motif A position is vacant and staffing action is being completed.			Period of Contract Période du contrat From: 10/11/2016 To: 12/02/2016	

Delivery Address - Adresse de livraison YOUTH JUSTICE & S I DEPARTMENT OF JUSTICE CANADA ATT: ODETTE CHARETTE 613-957-3045 360 WELLINGTON ST OTTAWA ON K1A 0H8		Invoicing address - Adresse de facturation YOUTH JUSTICE & S I DEPARTMENT OF JUSTICE CANADA ATT: ODETTE CHARETTE 613-957-3045 360 WELLINGTON ST OTTAWA ON K1A 0H8		FOB - FAB FOB Destination	Amount - Montant / CAD 576.00
				Terms of payment - Modalités de paiement DD NET 30 DAYS	T. taxes - T. taxes / CAD 74.88
					T. Amount - Montant T. / CAD 650.88

Call-up 4500130590 has been made  
to replace this one / see file 4500130590  
for the entire file  
Sharepoint 1000021674\_4500130590

Certified pursuant to subsection 32(1) of Financial Administration Act Certifié en vertu du paragraphe 32(1) de la Loi sur la gestion des finances publiques.	
Signature [Signature]	Date 2016-10-18
Approved for the Minister Approuvé pour le Ministre	
Signature [Signature]	Date 2016-10-18

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CanadaCall-Up Against a Standing Offer for Temporary Help  
Commande subséquente à une offre à commande pour de l'aide temporaire

Page: 1

To: - A: DYNAMIC PERSONNEL CONSULTANTS 420 O'CONNOR ST UNIT 1400 OTTAWA ON K2P 1W4 CANADA			PST N° - N° de TPS As per standing offer Selon l'offre permanente		Contact - Personne-ressource Beauvais-Lefort, M	Tel. No - N° du Tél. 613-952-2243	Fax. No. - N° de télécop. 613-960-4956	Order No. N° de la demande 4500130590
			Standing offer No. - N° d'offre permanente EN578-060502/122/ZT					Order date Date de la demande 10/18/2016
Vendor # - N° fournisseur 103357	Contact Name - Nom du contact	Acc. # - N° comp.	Tel. No - N° du Tél. 613-567-8886	Fax. No. - N° de télécop. 613-567-8822				Date required - Demandé pour le 09/21/2016
Item No. Article n°	Description Description				U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Disc Disc
00010	Duties: - Make travel arrangements for conferences through HRG System; - Arrangements for new employees (workstation, security); - Review formatting of various adherence to departmental guidelines; and background information and documentation; - Be able to lift heavy boxes; - Act as back-up for the executive assistant (AS-02). -Temp Help - Administrative				HR	255.000	19.34	4,931.70

Approved by Approuver par Daniele Menard		Name of referral Personne référée Sylvie Legault		Contact person Personne contact	Classification Classification Administrative Services Administrative Services	Clearance Côte sécuritaire Secret
Language requirements Exigences linguistiques Bilingual	Hours of work Heures de travail 255	Over Time Heures supplémentaires No	Reason call-ups Motif When a public servant is absent for a temporary period of time		Period of Contract Période du contrat From: 10/19/2016 To: 12/02/2016	

Delivery Address - Adresse de livraison YOUTH JUSTICE & S I DEPARTMENT OF JUSTICE CANADA ATT: ODETTE CHARETTE 613-957-3045 360 WELLINGTON ST OTTAWA ON K1A 0H8		Invoicing address - Adresse de facturation YOUTH JUSTICE & S I DEPARTMENT OF JUSTICE CANADA ATT: ODETTE CHARETTE 613-957-3045 360 WELLINGTON ST OTTAWA ON K1A 0H8		FOB - FAB FOB Destination	Amount - Montant / CAD 4,931.70
				Terms of payment - Modalités de paiement DD NET 30 DAYS	T. taxes - T. taxes / CAD 641.12
					T. Amount - Montant T. / CAD 5,572.82

## Special Instructions - Instructions spéciales

**To the Supplier:** Your standing offer referred to above is hereby accepted. You shall supply the services of personnel as specified hereunder and in accordance with the terms and conditions set out in the standing offer. You shall only supply the services included in the standing offer against this call-up.

**Au fournisseur:** Votre offre à commandes mentionnée ci-haut est par la présente acceptée. Vous devez fournir les services du personnel précisés ci-après, selon les conditions énoncées dans l'offre à commandes. Vous ne devez fournir, en vertu de cette commande, que les services stipulés dans l'offre à commandes.

Invoices are to be distributed in accordance with the instructions in the standing offer and/or detailed above. All invoices shall show the standing offer number and financial code.

Distribuer les factures selon les instructions énoncées dans l'offre à commandes et (ou) ci-haut. Toutes les factures doivent porter le numéro de référence de l'offre et le code financier.

Certified pursuant to subsection 32(1) of Financial Administration Act  
Certifié en vertu du paragraphe 32(1) de la Loi sur la gestion des finances publiques.

18 1000021674 on file  
Signature \_\_\_\_\_ Date \_\_\_\_\_  
Approved for the Minister Approuvé pour le Ministre  
Signature \_\_\_\_\_ Date 2016-10-18

MELANIE BEAUVAIS LEFORT

Canada

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**Call-Up Against a Standing Offer for Temporary Help**  
**Commande subséquente à une offre à commande pour de l'aide temporaire**

Page: 2

Order No.  
N° de la demande  
**4500130590**

Item No. Article n°	Description Description	U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Disc Disc	Ext.Price Prix prévu
	<p>The purpose of this PR is to hire a temp help to assist the Youth Justice and Strategic Initiatives Section (YJSIS) from October 11, 2016 to December 2, 2016.</p> <p>Language Required: Bilingual</p> <p>Security: Secret</p> <p>Location of Work: 360 Albert Street, 9th Floor, Ottawa, ON</p> <p>Start &amp; End Date: October 11, 2016 to December 2, 2016</p> <p>Duration: 285 hours</p> <p>Number of Hours per week: 37.5 / Week</p> <p>Overtime: No</p> <p>Travel &amp; Living: No</p> <p>The incumbent will be required to assist the manager in the provision of administrative support services.</p> <p>Responsibilities include to:</p> <p>Make travel arrangements for conferences and meetings through HRG system;</p> <p>Arrangements for new employees (workstation, security);</p> <p>Review formatting of various for adherence to departmental guidelines; and</p> <p>assist in the scheduling and organization of meetings and in collecting background information and documentation;</p> <p>Be able to lift heavy boxes;</p> <p>Act as back-up for the executive assistant (AS-02).</p> <p>Mandatory Criteria:</p> <p>Recent experience in using Microsoft Office (i.e. MS Outlook, MS excel, MS Work, MS PowerPoint);</p> <p><b>Recent experience with HRG system for travel arrangements.</b></p> <p>Financial Codes Codage financier</p> <p>3601 -74000 - 15 -1100</p> <p>=====</p> <p>The currency of this P.O. is - La devise de ce bon est : CAD</p> <p>=====</p>					

Amount - Montant / CAD	<b>4,931.70</b>
T. taxes - T. taxes / CAD	<b>641.12</b>
T. Amount - Montant T. / CAD	<b>5,572.82</b>

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Government of  
CanadaGouvernement du  
CanadaCall-Up Against a Standing Offer for Temporary Help Amendment  
Commande subséquente à une offre à commandes Modification

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To: - À: DYNAMIC PERSONNEL CONSULTANTS 420 O'CONNOR ST UNIT 1400 OTTAWA ON K2P 1W4 CANADA			PST N° - N° de TPS As per standing offer Selon l'offre permanente		Contact - Personne-ressource Beauvais-Lefort, M	Tel. No - N° du Tél. 613-952-2243	Fax. No. - N° de télécop. 613-960-4956	Order No. N° de la demande 4500130590
			Standing offer No. - N° d'offre permanente EN578-060502/122/ZT		Amendment No. - N° de la modification 001		Previous Value - Valeur précédente 4,931.70	Admend Date Date de la demande 11/29/2016
Vendor # - N° fournisseur 103357	Contact Name - Nom du contact	Acc. # - N° comp.	Tel. No - N° du Tél. 613-567-8886	Fax. No. - N° de télécop. 613-567-8822	Inc./Dec. - Aug./Dim. 6,527.25		Revised value - Montant révisé 11,458.95	Date required - Demandé pour le
Item No. Article n°	Description Description				U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Disc Disc
00010	Amd 001 - The purpose of this amendment is to extend Temp help until February 3, 2017 *** Text changed *** -Temp Help - Administrative Delivery date - Date de livraison Day 09/21/2016 The purpose of this PR is to hire a temp help to assist the Youth Justice and Strategic Initiatives Section (YJSIS) from October 11, 2016 to February 3rd, 2017 as per Amendment change 001. Language Required: Bilingual				HR	255.000	19.34	4,931.70

Approved by Approuver par Daniele Menard		Name of referral Personne référée Sylvie Legault		Contact person Personne contact	Classification Classification Administrative Services Administrative Services	Clearance Côte sécuritaire Secret
Language requirements Exigences linguistiques Bilingual	Hours of work Heures de travail 255	OverTime Heures supplémentaires No	Reason call-ups Motif When a public servant is absent for a temporary period of time		Period of Contract Période du contrat From: 10/19/2016 To: 02/03/2017	

Delivery Address - Adresse de livraison YOUTH JUSTICE & S I DEPARTMENT OF JUSTICE CANADA ATT: ODETTE CHARETTE 613-957-3045 360 WELLINGTON ST OTTAWA ON K1A 0H8		Invoicing address - Adresse de facturation YOUTH JUSTICE & S I DEPARTMENT OF JUSTICE CANADA ATT: ODETTE CHARETTE 613-957-3045 360 WELLINGTON ST OTTAWA ON K1A 0H8		FOB - FAB FOB Destination	Amount - Montant / CAD 11,458.95
				Terms of payment - Modalités de paiement DD NET 30 DAYS	T. taxes - T. taxes / CAD 1,489.66
					T. Amount - Montant T. / CAD 12,948.61
Special Instructions - Instructions spéciales <b>To the Supplier:</b> Your standing offer referred to above is hereby accepted. You shall supply the services of personnel as specified hereunder and in accordance with the terms and conditions set out in the standing offer. You shall only supply the services included in the standing offer against this call-up.  <b>Au fournisseur:</b> Votre offre à commandes mentionnée ci-haut est par la présente acceptée. Vous devez fournir les services du personnel précisés ci-après, selon les conditions énoncées dans l'offre à commandes. Vous ne devez fournir, en vertu de cette commande, que les services stipulés dans l'offre à commandes.  Invoices are to be distributed in accordance with the instructions in the standing offer and/or detailed above. All invoices shall show the standing offer number and financial code.  Distribuer les factures selon les instructions énoncées dans l'offre à commandes et (ou) ci-haut. Toutes les factures doivent porter le numéro de référence de l'offre et le code financier.				Certified pursuant to subsection 32(1) of Financial Administration Act Certifié en vertu du paragraphe 32(1) de la Loi sur la gestion des finances publiques. PR ON FILE 1000021674 Signature _____ Date _____ Approved for the Minister Approuvé pour le Ministre Signature _____ Date _____ NOV 29 2016 NOV 29 2016 Signature _____ Date _____ M. A. Laroche	

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Government of  
CanadaGouvernement du  
CanadaCall-Up Against a Standing Offer for Temporary Help Amendment  
Commande subséquente à une offre à commandes Modification

Page: 2

Order No.  
N° de la demande  
**4500130590**

Item No. Article n°	Description Description	U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Disc Disc	Ext. Price Prix prévu
00020	<p>Security: Secret  Location of Work: 360 Albert Street, 9th Floor, Ottawa, ON  Start &amp; End Date: October 11, 2016 to February 3rd, 2017 (Amendment 001 change the end date to February 3rd, 2017)  Duration: 285 hours  Number of Hours per week: 37.5 / Week  Overtime: No  Travel &amp; Living: No  The incumbent will be required to assist the manager in the provision of administrative support services.  Responsibilities include to:  Make travel arrangements for conferences and meetings through HRG system;  Arrangements for new employees (workstation, security);  Review formatting of various for adherence to departmental guidelines; and  assist in the scheduling and organization of meetings and in collecting background information and documentation;  Be able to lift heavy boxes;  Act as back-up for the executive assistant (AS-02).  Mandatory Criteria:  Recent experience in using Microsoft Office (i.e. MS Outlook, MS excel, MS Word, MS PowerPoint);  Recent experience with HRG system for travel arrangements.</p> <p>*** Text changed ***</p> <p><b>-Temp Help - Extension</b></p> <p>Delivery date - Date de livraison Day 02/03/2017</p> <p>Amendment #1  The purpose of this amendment to extend Temp Help contract until February 3rd, 2017.</p> <p>*** New Item ***</p> <p>Financial Codes  Codage financier  3601 -74000 - 15 -1100</p>	HR	337.500	19.34		6,527.25
	Amount					
	Montant					

Amount - Montant / CAD
<b>11,458.95</b>
T. taxes - T. taxes / CAD
<b>1,489.66</b>
T. Amount - Montant T. / CAD
<b>12,948.61</b>

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Call-Up Against a Standing Offer Temporary Help Amendment  
Commande subséquente à une offre à commandes Modification

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Order No.  
N° de la demande  
**4500130590**

Item No. Article n°	Description Description	U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Disc Disc	Ext. Price Prix prévu
	<p>=====</p> <p>The currency of this P.O. is - La devise de ce bon est : CAD</p> <p>=====</p>					

Amount - Montant / CAD	<b>11,458.95</b>
T. taxes - T. taxes / CAD	<b>1,489.66</b>
T. Amount - Montant T. / CAD	<b>12,948.61</b>



Government of  
CanadaGouvernement du  
CanadaCall-Up Against a Standing Offer for Temporary Help Amendment  
Commande subséquente à u. offre à commandes Modification

Page: 1

To: - A: DYNAMIC PERSONNEL CONSULTANTS 420 O'CONNOR ST UNIT 1400 OTTAWA ON K2P 1W4 CANADA			PST N° - N° de TPS As per standing offer Selon l'offre permanente		Contact - Personne-ressource Morones, Oliver		Tel. No - N° du Tél. 613-952-3689		Fax. No. - N° de télécop.		Order No. N° de la demande 4500130590					
			Standing offer No. - N° d'offre permanente EN578-060502/122/ZT		Amendment No. - N° de la modification 002		Previous Value - Valeur précédente 11,458.95		Admend Date Date de la demande 01/23/2017							
Vendor # - N° fournisseur 103357		Contact Name - Nom du contact		Acc. # - N° comp.		Tel. No - N° du Tél. 613-567-8886		Fax. No. - N° de télécop. 613-567-8822		Inc./Dec. - Aug./Dim. 1,228.09		Revised value - Montant révisé 12,687.04				
Date required - Demandé pour le																
Item No. Article n°		Description Description					U of I U de D		Quantity Quantité		Unit Price Prix unitaire		Disc Disc		Ext.Price Prix prévu	
00010		Amd 002 - The purpose of this amendment is to extend Temp help until March 3th, 2017 and add 63.5 hrs *** *** Text changed *** -Temp Help - Administrative Delivery date - Date de livraison Day 09/21/2016 The purpose of this PR is to hire a temp help to assist the Youth Justice and Strategic Initiatives Section (YJSIS) from October 11, 2016 to February 3rd, 2017 as per Amendment change 001. Language Required: Bilingual					HR		255.000		19.34		4,931.70			

Approved by Approuver par Daniele Menard		Name of referral Personne référée Sylvie Legault		Contact person Personne contact		Classification Classification Administrative Services Administrative Services		Clearance Côte sécuritaire Secret	
Language requirements Exigences linguistiques Bilingual		Hours of work Heures de travail 255		OverTime Heures supplémentaires No		Reason call-ups Motif When a public servant is absent for a temporary period of time		Period of Contract Période du contrat From: 10/19/2016 To: 03/03/2017	

Delivery Address - Adresse de livraison YOUTH JUSTICE & S I DEPARTMENT OF JUSTICE CANADA ATT: ODETTE CHARETTE 613-957-3045 360 WELLINGTON ST OTTAWA ON K1A 0H8		Invoicing address - Adresse de facturation YOUTH JUSTICE & S I DEPARTMENT OF JUSTICE CANADA ATT: ODETTE CHARETTE 613-957-3045 360 WELLINGTON ST OTTAWA ON K1A 0H8		FOB - FAB FOB Destination		Amount - Montant / CAD 12,687.04	
				Terms of payment - Modalités de paiement DD NET 30 DAYS		T. taxes - T. taxes / CAD 1,649.31	
						T. Amount - Montant T. / CAD 14,336.35	
Special Instructions - Instructions spéciales To the Supplier: Your standing offer referred to above is hereby accepted. You shall supply the services of personnel as specified hereunder and in accordance with the terms and conditions set out in the standing offer. You shall only supply the services included in the standing offer against this call-up. Au fournisseur: Votre offre à commandes mentionnée ci-haut est par la présente acceptée. Vous devez fournir les services du personnel précisés ci-après, selon les conditions énoncées dans l'offre à commandes. Vous ne devez fournir, en vertu de cette commande, que les services stipulés dans l'offre à commandes. Invoices are to be distributed in accordance with the instructions in the standing offer and/or detailed above. All invoices shall show the standing offer number and financial code. Distribuer les factures selon les instructions énoncées dans l'offre à commandes et (ou) ci-haut. Toutes les factures doivent porter le numéro de référence de l'offre et le code financier.				Certified pursuant to subsection 32(1) of Financial Administration Act Certifié en vertu du paragraphe 32(1) de la Loi sur la gestion des finances publiques. PR ON FILE 1000021674 Signature _____ Date _____ Approved for the Minister Approuvé pour le Ministre Signature _____ Date _____ MARIO LACROIX JAN 23, 2017			

Government of  
CanadaGouvernement du  
CanadaCall-Up Against a Standing Offer for Temporary Help Amendment  
Commande subséquente à une offre à commandes Modification

Page: 2

Order No.  
N° de la demande  
**4500130590**

Item No. Article n°	Description Description	U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Disc Disc	Ext. Price Prix prévu
00020	<p>Security: Secret</p> <p>Location of Work: 360 Albert Street, 9th Floor, Ottawa, ON</p> <p>Start &amp; End Date: October 11, 2016 to February 3rd, 2017 (Amendment 001 change the end date to February 3rd, 2017)</p> <p>Duration: 285 hours</p> <p>Number of Hours per week: 37.5 / Week</p> <p>Overtime: No</p> <p>Travel &amp; Living: No</p> <p>The incumbent will be required to assist the manager in the provision of administrative support services.</p> <p>Responsibilities include to:</p> <p>Make travel arrangements for conferences and meetings through HRG system;</p> <p>Arrangements for new employees (workstation, security);</p> <p>Review formatting of various for adherence to departmental guidelines; and</p> <p>assist in the scheduling and organization of meetings and in collecting background information and documentation;</p> <p>Be able to lift heavy boxes;</p> <p>Act as back-up for the executive assistant (AS-02).</p> <p>Mandatory Criteria:</p> <p>Recent experience in using Microsoft Office (i.e. MS Outlook, MS excel, MS Word, MS PowerPoint);</p> <p><b>Recent experience with HRG system for travel arrangements.</b></p> <p>-Temp Help - Extension</p> <p>Delivery date - Date de livraison Day 02/03/2017</p>	HR	337.500	19.34		6,527.25
00030	<p>Amendment #1</p> <p>The purpose of this amendment to extend Temp Help contract until February 3rd, 2017.</p> <p>-Temp. Help - Extend of end date</p> <p>Delivery date - Date de livraison Day 03/03/2017</p> <p>Amendment #2</p> <p>The purpose of this amendment is to extend Temp Help contract 4500130590 until March 3rd and this is because we still haven't found someone to fill the AS-01 position.</p>	HR	63.500	19.34		1,228.09

Amount - Montant / CAD
<b>12,687.04</b>
T. taxes - T. taxes / CAD
<b>1,649.31</b>
T. Amount - Montant T. / CAD
<b>14,336.35</b>

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Government of  
CanadaGouvernement du  
CanadaCall-Up Against a Standing Offer for Temporary Help Amendment  
Commande subséquente à une o. à commandes Modification

Page: 3

Order No.  
N° de la demande  
**4500130590**

Item No. Article n°	Description Description	U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Disc Disc	Ext.Price Prix prévu
	<p>*** New item ***</p> <p>Financial Codes Codage financier</p> <p>3601 -74000 - 15 -1100</p> <p>=====</p> <p>The currency of this P.O. is - La devise de ce bon est : CAD</p> <p>=====</p>					

Amount - Montant / CAD
<b>12,687.04</b>
T. taxes - T. taxes / CAD
<b>1,649.31</b>
T. Amount - Montant T. / CAD
<b>14,336.35</b>